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Chief, Language and Area School

25 February 1957

Director of Training

Language Development Program

1. All the action papers necessary to put the Language Development Program into effect have been completed and are in process to the printer through the Chief, Regulation Control Staff. These include the following:

a. Regulation [redacted]

b. Notice No. [redacted]

c. Notice No. [redacted]

d. Notice No. [redacted]

e. Agency Form 444c, Language Data Record, with instructions attached.

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2. Copies of the foregoing can be obtained for your purposes from the Executive Secretary of the CIA Career Council, [redacted]

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[redacted] Copies you now may have in your possession have been altered in minor respects.

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3. It will take approximately ten days or more for publication and distribution of these documents within the Agency.

4. During this period I would like you to give priority to the following:

a. A proposal from you on the development of an off-duty language training program consisting of Agency employees qualified to serve as instructors, contract employees and personnel of other categories required to provide off-duty time training to approximately 1,000 Headquarters trainees;

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b. The conduct of an inventory of useable proficiency tests adequate to measure elementary, intermediate and high proficiency levels of language competency according to your standards and definitions which may exist in other governmental agencies and which may be useful to us for these purposes;

c. The development of specifications for proficiency tests which might be developed on a contract basis against a deadline of 1 February 1958 (Note that Notice [redacted] now lists forty languages as being awardable in addition to all languages which are undertaken on a "directed" as distinguished from a "voluntary" training basis.);

d. The actual contract negotiations which will result in awarding contracts to qualified contractors for this work against the deadline set forth above; and

e. Your proposed method for handling the volume of aptitude and proficiency testing of candidates, not only in details of administering the tests but also in evaluating the results. In this respect your action should include ensuring that aptitude tests are made a matter of standard operating procedure in the entrance-on-duty test battery and, as proficiency tests become available, these, too, should be administered to all those who enter the Agency and claim proficiency in a foreign language.

f. In order to assist the Office of Personnel in coding the results of the Language Data Record, Form 444c, will you develop the range of profiles for both comprehensive and specialized types of proficiency which will allow machine comparisons with proficiency level cards and the individual self-evaluation to grade each applicant for a Maintenance Award as being either in the elementary, intermediate or high level of proficiency in each of the forty languages listed in Notice [redacted]

g. With respect to subparagraph 4a above, some Agency notice should be prepared which will result in an inventory of

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those on-duty personnel who are willing and qualified to teach one or more of the forty languages listed in Notice [redacted] on an off-duty hours basis.

5. Will you advise me by 1 March 1957 whom you are designating to be responsible for following through on each of the foregoing elements of our preparation to deal with the Language Development Program. I would like you to continue forwarding to me in your Weekly Activity Report the status of progress made on each of the items until they are resolved. The Administrative Branch of the Support Staff, the Plans and Policy Staff and the Assessment and Evaluation Staff will be available to give you whatever assistance you may need in preparation for the first responses to the launching of the Program.

SIGNED
MATTHEW BAIRD

cc: XO/TR
C/PPS/TR
C/A & E/TR